

Statewide Portable Equipment Registration Program
FORM 8 – Administrative Actions for Existing Registrations

(Auto-fill format. Use "Tab" or up/down arrows to enter information)

1. Company Name: _____	Application Number: _____									
2. Administrative Action(s):										
<input type="checkbox"/> <u>Correction to Registration Documents(s):</u> (\$45 each registration) Registration number(s): _____ Describe Correction Request: _____										
<input type="checkbox"/> <u>Replacement of Existing Registration Document(s):</u> (\$45 each registration) Registration numbers(s): _____										
<input type="checkbox"/> <u>Replacement of Registration Sticker(s):</u> (\$30/each) Registration Number(s): _____										
<input type="checkbox"/> <u>Replacement of Registration Placard(s):</u> (\$30/each) Note: replacement placard will include a free sticker which is to be affixed to the placard. Registration Number(s): _____										
<u>Update to General Company Information:</u> (no fee required unless new documents are requested (\$45/certificate) <i>Note: Use this form only for a change of <u>company name</u>, not a change of ownership.</i> List the application numbers the change effects in the right hand corner if more than one company address exists. Check if applicable: <input type="checkbox"/> Update <u>all</u> applications for this company which contain the same outdated information. <div style="margin-left: 20px;"> <input type="checkbox"/> New Company Name: _____ <input type="checkbox"/> New Mailing Address: _____ <input type="checkbox"/> New Street Address: _____ <input type="checkbox"/> New Phone #: _____ Fax # _____ e-mail (optional) _____ <input type="checkbox"/> New Nature of Business: _____ <input type="checkbox"/> New Company Responsible Party - list name and title: _____ <input type="checkbox"/> Designate Company as Provider of Essential Public Services </div>										
<u>Registration Cancellation:</u> (no fee required) Registration Number(s): _____ Reason for cancellation: <input type="checkbox"/> Unit(s) sold -- please provide name, address, and phone number of new owner: Company Name: _____ Mailing Address: _____ Phone #: _____ <u>Note:</u> Registration will not be valid until a change of ownership application is submitted by the new owner. <input type="checkbox"/> Unit(s) no longer in service <input type="checkbox"/> Other _____										
3. Fees										
Total Number of Updated Registration Certificates (re-issue documents)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">x \$45 =</td> <td style="width: 60%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">x \$30 =</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	_____	x \$45 =	_____	_____	x \$30 =	_____	TOTAL		\$ _____
_____	x \$45 =	_____								
_____	x \$30 =	_____								
TOTAL		\$ _____								
Total Number of Replacement Stickers										
4. Printed Name of Responsible Party: _____	Title: _____									
5. Signature of Responsible Party: _____	Date: _____									

NOTE: This form is for making administrative changes to an existing application and/or registration and for requesting replacement documents and stickers for an existing registration. If the change will affect the operating conditions for the engine or equipment unit, submit the change as a modification using Form 7. Please provide the following information:

1. *Company Name* – Legal name currently on registration(s).
2. *Administrative Action(s)* – Check the box or boxes that best describes the requested action:

Correction to Registration Documents(s): (\$45/each registration)

Note: A complete document set for each registration consists of a registration certificate and operating conditions.

Check this box if information on your registration documents is incorrect. List the registration number of the applicable engine or equipment unit and provide the corrected information in the appropriate space. If more space is needed to include more registrations, attach an extra sheet.

Replacement of Existing Registration Documents(s): (\$45/each registration)

Note: A complete document set for each registration consists of a registration certificate and operating conditions.

Check this box if you are requesting replacement copies of current, existing registration documents. If more space is needed to include more registrations, attach an extra sheet.

Replacement of Registration Sticker(s) or Placard(s): (\$30/each)

Registration number(s) – List the registration number(s) for the sticker(s) or placard(s) to be replaced.

Update to General Company Information (no fee required unless new documents are requested) - If you are updating a company name and/or mailing address, and wish to obtain an updated copy of the registration certificate(s) at this time, return a payment of \$45 per registration. If you do not need updated documents at this time, no fee is required and future renewal registrations will automatically reflect the updated information. If you are updating company information that will affect more than one application (applications other than the one listed at the top of Form 8), check the “Update all applications...” box and all applications with the same outdated information will be updated.

New Company Name – Check this box and list the updated legal name of the entity, business, organization, agency, or private individual that operates the equipment. Do not use Form 8 to request a change of ownership for an existing registration. To apply for a change of ownership, submit Form 7, *Modification to an Existing Registration*.

New Mailing Address – Check this box and list the address where all business correspondence is to be mailed.

New Street Address – If the location where equipment is stored when not operated needs to be updated, check this box and list the new address information.

New Nature of Business – If the type of business conducted by the entity has changed and the application needs to be updated, check this box and list the applicable information.

New Responsible Party – Check this box if the responsible party has changed. List the name and title of new responsible party.

Registration Cancellation(s): (no fee, return registration sticker(s) with this form)

Registration number(s) – List the registration number(s) of the units for which you wish to cancel registration.

Reason – Check the appropriate box that indicates the reason for the cancellation of the registration. If you have sold the unit, please provide the name, address, and phone number of the new owner/operator. Registration will not be valid until a *change of ownership* application is submitted by the new owner.

3. *Calculation of Fees* – Enter the total number of updated registration certificates and/or replacement stickers that you wish to have completed. After multiplying by the applicable fees, sum the number(s) to obtain the total. Mail Form 8 and payment to: **ARB/PERP, Air Resources Board, P.O. Box 2038, Sacramento, CA 95812-2038.**
4. *Printed Name of Responsible Party* - Printed or typed name and official title of person signing and dating form.
5. *Signature of Responsible Party with Date* - Signature of responsible member of entity.
(Application will not be accepted unless signed and dated.)